

DEPARTMENT OF PERSONNEL & ADMINISTRATION STATE ARCHIVES AND PUBLIC RECORDS RECORDS DISPOSITION SCHEDULE

ARCHIVES NO. 05-99

Page 1 of 3

DEPARTMEN	T	DIVISION DACING EVENTS		SECTION OPERATIONS	PERMANENT x				
REVENUE		RACING EVENTS		OPERATIONS			Х		
					Т	NON-PERMANENT	Х		
ITEM NO.	DESCRIPTION			RETENTION PERIOD		SPECIAL INSTRUCTIONS			
1	Employee time sheets		5 Y	5 Years + Current		Note: No record shall be destroyed that			
2	Request for leave		1 Y	1 Year + Current		pertains to any pending legal case, clai action, or audit.			
3	Performance Reviews and PDQ's (Copy)		Retain until superseded or until employee leaves +1 year						
4	Vendor invoices		1 Y	ear + Current					
5	Leave Summary Reports			ear + Current					
6	Section Policies & procedures			ain until obsolete, superseded dmin. value is lost.					
7	Weekly dog and horse purse reports			ears + Current					
8	Dog and horse Mutuel reports			ears + Current			¥ .		
9	CSU deposit reports			ears + Current					
10	Owner/breeder award reports			ears + Current					
11	Dog & horse outs books			ear + Current					
12	Tax audit reports			ears + Current					
13	Price audit reports			in until obsolete, superseded dmin. value is lost.					
14	Purse trust fund reports		5 Ye	ears + Current					
15				in until obsolete, superseded lmin. value is lost.					
16	Completed tot	te tests	5 Ye	ears + Current					
17	Patron ticket complaints			nanent		•			
valuation of all c uthorized to act f	of the factors liste for the head of the	d in the State Records Managen	nent Po to dispo	periods have been established by the oblicies and Procedures Manual. I hosal of records. I also certify that I Procedures Manual	ereby cert	ify that I am			
late Archivist's S	Kitelsen	Date 10/8/	200	Records Liaison Officer's Sig	gnature /	Date 9-	27-04		
ttorney General	Signature). Exthere	by mnm S/S/o	\$	State Auditor's Signature	nsh	Date /0	129/04		



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ARCHIVES NO. 05-99

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DEPARTMENT REVENUE DIVISION RACING EVENTS			SECTION OPERATIONS			PERMANENT NON-PERMANENT	x x	
ITEM NO.		DESCRIPTION		RETENTION PERIOD		SPECIAL INSTRUCTIONS		
18	Annual repor	ts	Per	manent	Note: No record shall be destroyed that			
19	Specialized audit reports			manent	pertains action, o	to any pending legal c	ase, claim	
20	Association f	inancial statements	7 Y	ears + Current				
21	Commission meeting minutes			ain until obsolete, superseded dmin. value is lost.				
22	Commission	meeting tapes		nin until obsolete, superseded dmin. value is lost.				
23	Commission a	agendas/supporting docs	Reta or a	in until obsolete, superseded				
24	Staff meeting	minutes	Reta or ac	in until obsolete, superseded lmin. value is lost.				
25	Race date hea	rings	Reta or ac	in until obsolete, superseded lmin. value is lost.				
26	Misc. correspo	Misc. correspondence file		in until obsolete, superseded min. value is lost.				
27	AG opinions/f	iles	Perm	nanent				
28	Racetrack app	lications/corresp./reports	Retai or ad	n until obsolete, superseded min. value is lost.				
29	Commission re	iles files	Retai or ad	n until obsolete, superseded min. value is lost.				
30	Commissioner	Commissioner information		n until obsolete, superseded min. value is lost.				
31	Disciplinary he	arings	Retain or ada	n until obsolete, superseded nin. value is lost.				
valuation of all uthorized to act	for the head of this	in the State Records Manager	ment Pol	criods have been established by thi licies and Procedures Manual. I he sal of records. I also certify that I cocedures Manual	rahr aarti	frethat I am		
tate Archivist's	Signature	Date	/	Records Liaison Officer's Sign	nature /	Date		
Jury Kittelsen 10/8/2				Julie Ford	sal	9-2	7-04	
ttorhey Geheral	N. Suthers	by mnm Sy	1 05	State Auditor's Signature	ndhi	Date /δ/2	7-04 9/04	



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		DIVISION RACING EVENTS		SECTION OPERATIONS		PERMANENT		
REVENUE		RACING EVENTS		OPERATIONS				х
	T		T		T	NON-PERMANE	EN I	X
ITEM NO.	DESCRIPTION		RETENTION PERIOD		SPECIAL INSTRUCTIONS			
32	Rulings (tracks/crc)		Retain until obsolete, superseded or admin. value is lost.		pertains to any pending legal case, claim,			
33	AG opinions/files			Permanent		or audit.		
34	CRC meetings/supporting documents			ain until obsolete, superseded admin. value is lost.				
35	Breeder's awards/supplemental purse fund			Retain until obsolete, superseded or admin. value is lost.				
36	Racetrack files		Ret or a	ain until obsolete, superseded dmin. value is lost.				
37	License application files		3 ye	ears + current				
38	Deposit records		3 ye	ears + current				
39	Investigation files		Reta or a	ain until obsolete, superseded dmin. value is lost.				
40	Appeal cases		Permanent					
41	Monthly car and mileage reports		3 years + current					
42	Industrial labs info.			Permanent				
43	Smart-ID licensing system		Permanent					
I request approval	of the above recor	de dienocition cahadula Dete	mtic		•			
I request approval of the above records disposition schedule. Retention periods have been established by this agency after careful evaluation of all of the factors listed in the State Records Management Policies and Procedures Manual. I hereby certify that I am								
authorized to act for the head of this agency in matters pertaining to disposal of records. I also certify that I will comply with all conditions listed on page 4-10 of the Records Management Policies and Procedures Manual								
State Archivist's Signature Date			Records Liaison Offiger's Signatu		nature		Date	
Jerry Fettelsen 10/8/			2004 Julie Fre bal				9-27-0	4
Attorney General's Signature Date 5/3/			State Auditor's Signature				Date /0/29/0	34
SA 194 (REV 1/7	8)	y man 3/3/						